

Client Name:

Date:

Youth Allowance

Month(s)	Beginning Amount Clothing/Hygiene	Amount Received	Amount Spent Clothing/Hygiene	Total Amount Carry Over

Youth Personal Belongings Inventory

Months	Items Purchased	Items Discarded

Off-Site Visit Documentation

- (a) Date and time Client is leaving for home visit;
- (b) Who is transporting the Client to the home visit;
- (c) Date and expected time Client will return from home visit; and
- (d) Who will be receiving Client and verify the actual time that Client returned to the proctor home at conclusion of the home visit.

Incident Reports

- a. Ensure each professional parent home maintains a list of phone numbers to report after-hour emergencies/crisis incidents.
- c. Document all incidents on an incident report form, maintain the original report in the Client's file, and send a copy to the Case Manager within timeframes required by current DJJS Incident Report reference guide.
- d. Document the date, time and method of notification to DCFS including when report was provided to the Division (24 hours).

YIS Documentation

Month	Total Units	Description